Electric Quarterly Report Submission Software User's Guide

January 28, 2003

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Using EQR Submission Software

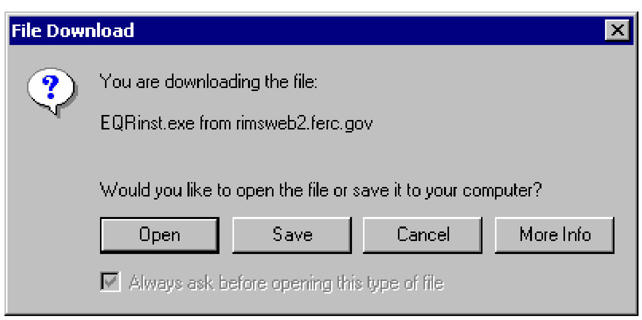
Introduction

The FERC Electric Quarterly Report (EQR) Submission Software formats and files a respondent's submission of the Electric Quarterly Report. The file used to install the application on your workstation can be downloaded from FERC through an Internet connection. Data can be entered manually or it can be imported into the system.

Note: Once the software is installed at your site, the installation file is no longer needed and should be deleted. Do not save this installation file for future use.

Downloading and Installing the EQR Software

To begin downloading the EQR submission software, click on the "Electric Quarterly Report Submission System Download" link (located on the EQR web page at www.ferc.gov/electric/eqr/eqr.htm) to obtain the software installation file. If you are installing the EQR application on a single workstation, select "Run this program from its current location" and the system will begin the installation.



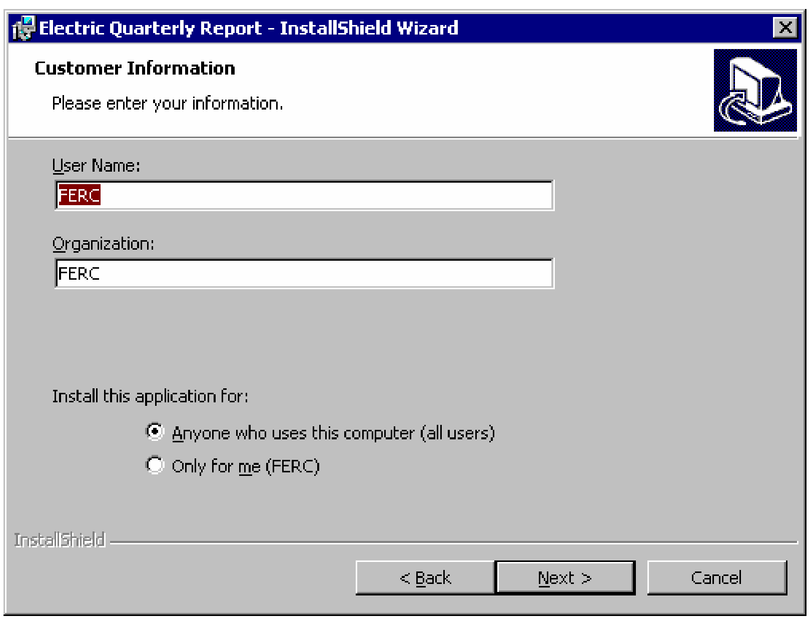
If you want to make multiple and/or subsequent installations, select "Save this program to disk". The installation file will be downloaded to a location that you specify and can then be used to make multiple/subsequent EQR installations. Be sure to note the location on the storage device to which you saved the file. After download, start the installation process by locating the file "EQRinst.exe" with Windows Explorer and double-clicking on the file name. If you install the EQR on multiple workstations, you can copy the installation file to a network drive and run it from that location for each workstation.

Performing EQR Software Installation

1. When Installation begins, the system displays the Security Warning dialog box. Select the Yes button.

The system then displays a standard Microsoft Software installation screen with application licensing agreement information. Note: FERC is authorized to distribute this software free of charge.

2. Select the Next button. The system displays the InstallShield Wizard for the Electric Quarterly Report software application.



3. Enter your User Name and Enter your Organization.

4. Select "Anyone who uses this computer" as the Install this application for value.

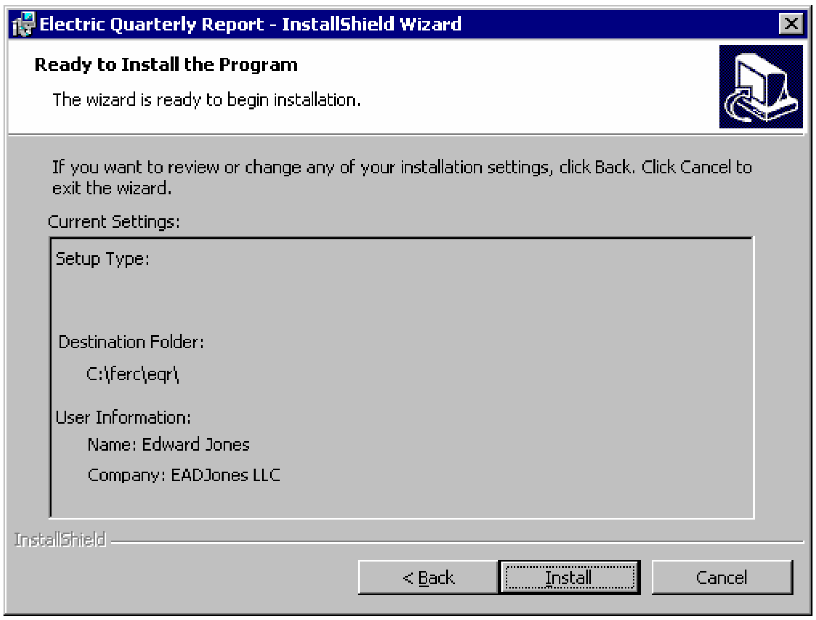
Notes: 1.) This may not appear on earlier versions of the Windows Operating system.

2.) For Windows 2000/XP systems, an administrator may be installing the software. Therefore, it should be set up so that other regular users on the PC will be able to run the program.

5. Select Next. The system presents the next InstallShield display, allowing you to designate a download destination. The setup program will suggest placement of the application in the FERC/EQR folder on your C drive. If the folder does not exist, setup will ask if you want to create it.

Note: FERC recommends that you not change the folder name or location (this will assist our ability to help resolve operations problems). However, some computer configurations have the C drive 'locked-down', which will not allow the EQR system to function properly, since after installation, files will be created, edited and deleted from the folder where the program is installed. In that case, change the destination to a location where you have been given complete access to folders.

6. Once you have changed or conformed the default Install to location, select the Next button. The system displays the Next InstallShield display, which summarizes the installation details and allows you to run the installation.



7. Select the Install button to run the EQR installation program. After the installation has completed, the system displays the InstallShield Wizard Completed message box. Select Finish to complete the installation and close the message box.

The installation process creates a program group called FERC Applications and a program item called Electric Quarterly Report.

Note: The installation may instruct you to restart your computer. This is necessary for proper registration of certain components of the software.

Initial Operation and Setup of EQR Software

Once the EQR application installation is completed, you must set your communications options (if any) and obtain the initial download of your EQR database information. Note: This process only needs to be performed once. After the first time the database has been downloaded, all data entered is stored at the user's site (either on a local PC drive or on a network drive).

When you first start the software (by clicking the Electric Quarterly Report program item), the system displays the EQR Application's Splash Screen. Note: The version number displayed on the screen changes every time updates and changes are downloaded to your workstation.

Downloading your Initial EQR Database

If you are running the EQR application software for the first time, the system displays the Electric Quarterly Report Data Download screen, allowing you to download the appropriate data for the company or companies for which you file Electric Quarterly Report information. If you filed EQRs in prior quarters using the EQR software, you should have a copy of your EQR database on your network drive (or on your local drive for a single-user setup). You should use this database version instead of attempting to download a new database.

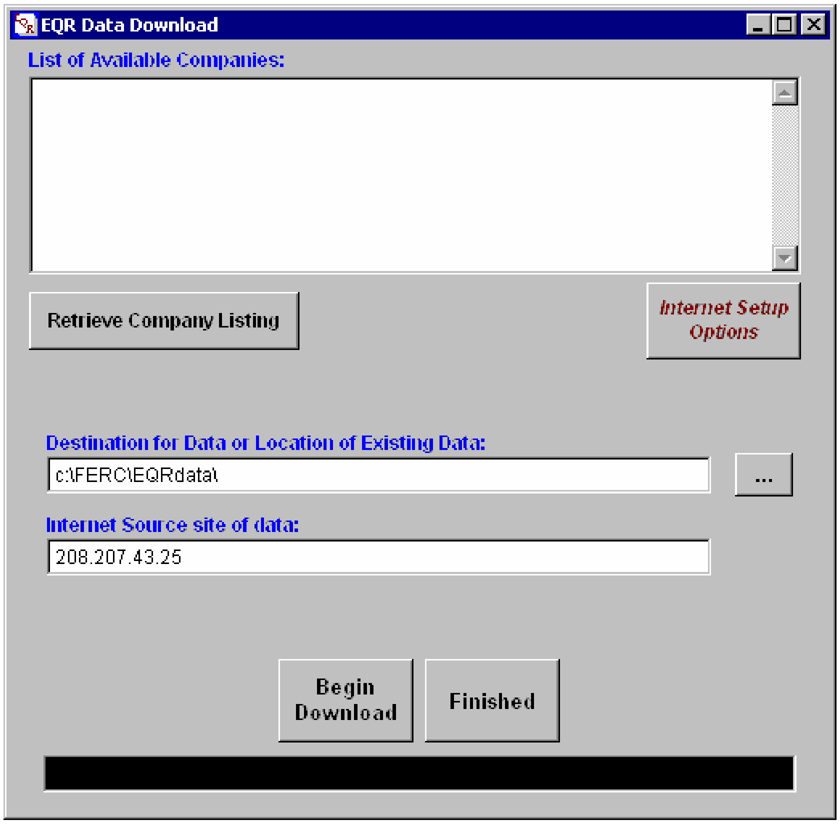
Notes: 1.) If you are using an existing database, refer to the procedure "Using a Database from a Previous Quarter". 2.) Before downloading your Initial Electric Quarterly Report Database, select the "Internet Setup Options" button and set any of the options that apply to your Internet connection. These options, can be obtained from your Network/IT Support Personnel. In many cases, no changes are required.

To Download Company Data…

1. Determine a location for your EQR database. The box titled "Destination for Data or Location of Existing Data" shows a proposed default location for your Electric Quarterly Report Database.

Note – FERC Recommends Network Location of EQR Database: It is highly recommended that you choose a directory on a network drive for the Electric Quarterly Report Database for the following reasons: 1.) Storing the database on your network permits multiple users of the EQR software to work at the same time. If you desire having multiple users entering data, the database must be on a shared network drive accessible by all users. 2.) You will be protected from losing your work should your workstation have a malfunction since most system administrators back up network data regularly.

If you choose not to use a network drive for your database, you are at risk of losing all your work should something happen to the database because of hardware malfunction. Please consider the ramifications of this happening, and take appropriate action to protect your data.



2. Select the "Retrieve Company Listing" button. The system retrieves a list of companies available for download from the FERC Server. If you do not get the list, refer to EQR Troubleshooting procedures (See Page 26).

3. Select your company name in the "List of Available Companies" box.

4. Select the "Begin Download" button. The system begins the download and notifies you when the download is complete.

If you file for more than one company, you may now select a different company for download: Repeat the process by selecting another company name and selecting Begin download again. Continue in this manner until you have downloaded company data for all of the companies for which you file. Once you have completed database download(s), select the Finished button. The system resumes the EQR system startup process.

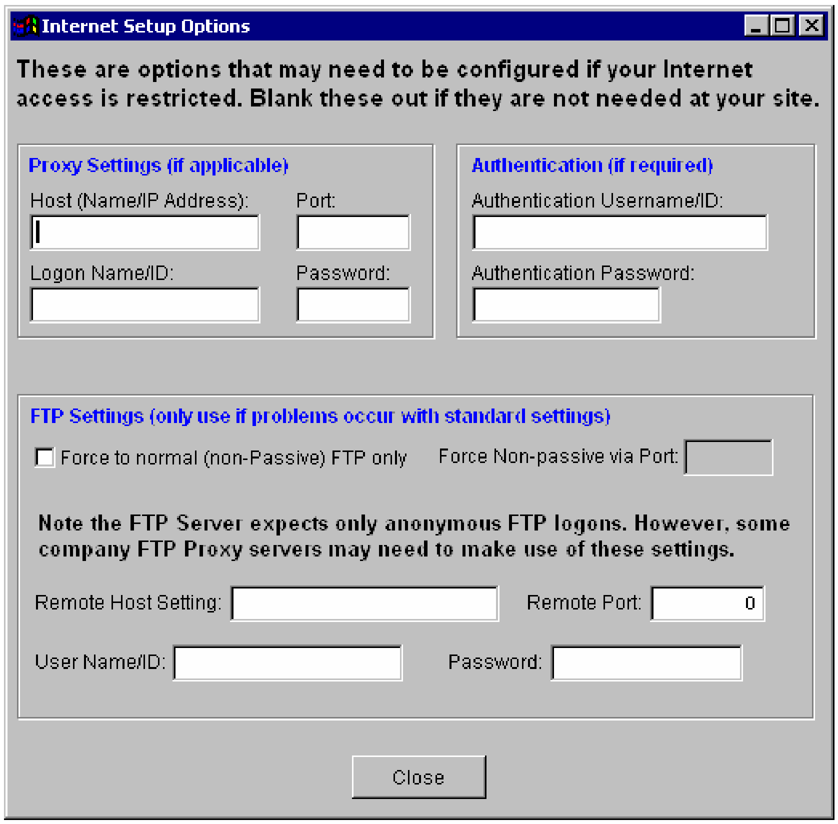
Using a Database from a Previous Quarter

Normally, the software will remember where your database was located in prior quarters. If you are doing a "fresh" software install, the system may display the EQR Data Download screen. In this case, delete the data in the Destination for Data or Location of Existing Data field and enter the path to your database on your network. You can then use the Browse button (the button to the right with three dots) to navigate to the database location.

Internet Setup Options

The Internet Setup Options screen is displayed when you click on the "Internet Setup Options" button. Unless you are sure of what to place in these boxes, just leave them blank. If the software cannot communicate with the FERC Forms Server for updates, contact your network support personnel to determine what values belong in these boxes, if any.

Note: If you are having trouble downloading your EQR data, open the Internet Setup Options screen and ensure that the "Force to normal (non-passive) FTP" option is checked. Then restart the EQR application.



Starting the EQR Application

Each time you start the EQR application, the system uses your Internet connection to check with the FERC server and determine if updated software is available. These application updates will be automatically downloaded to your workstation and installed during the startup process, ensuring your copy of the EQR software is the most current one.

To Start The EQR Application…

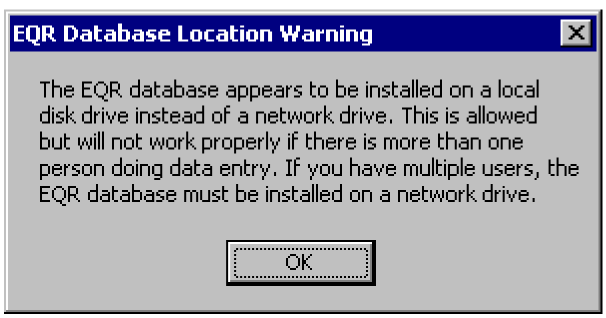
Click on Start | Programs | FERC Applications | Electric Quarterly Report.

On initial startup, the system displays a splash screen that identifies the application version. This splash screen is displayed each time the application is started, and contains the system version number in the top right screen corner, as well as the title text "FERC Electric Quarterly Report," the FERC Seal, and a message display area. Pop-up messages are also periodically displayed as balloon text over the top-right corner of the splash screen during the startup process.

Display of Database Location Warning Message Box

If the database is located on a local drive (such as your workstation's C drive), the system displays the EQR Database Location Warning message box in front of the splash screen, with the following message presented as a reminder of the multi-user requirements of the EQR database file location:

> "The EQR database appears to be installed on a local disk drive instead of a network drive. This is allowed but will not work properly if there is more than one person doing data entry. If you have multiple users, the EQR database must be installed on a network drive."



In some rare cases, the system at the user site may have significant data problems. The most frequent cause of this is the accidental deletion of important data files. Therefore, it is very important that data be backed up on a regular basis. Network drives usually already have a backup process in place which is why it is recommended to place the database (e.g. Destination Location) on a network drive.

Startup Message Displays

The splash screen's message display area, in which the messages appear as red text, displays the following information during the startup sequence:

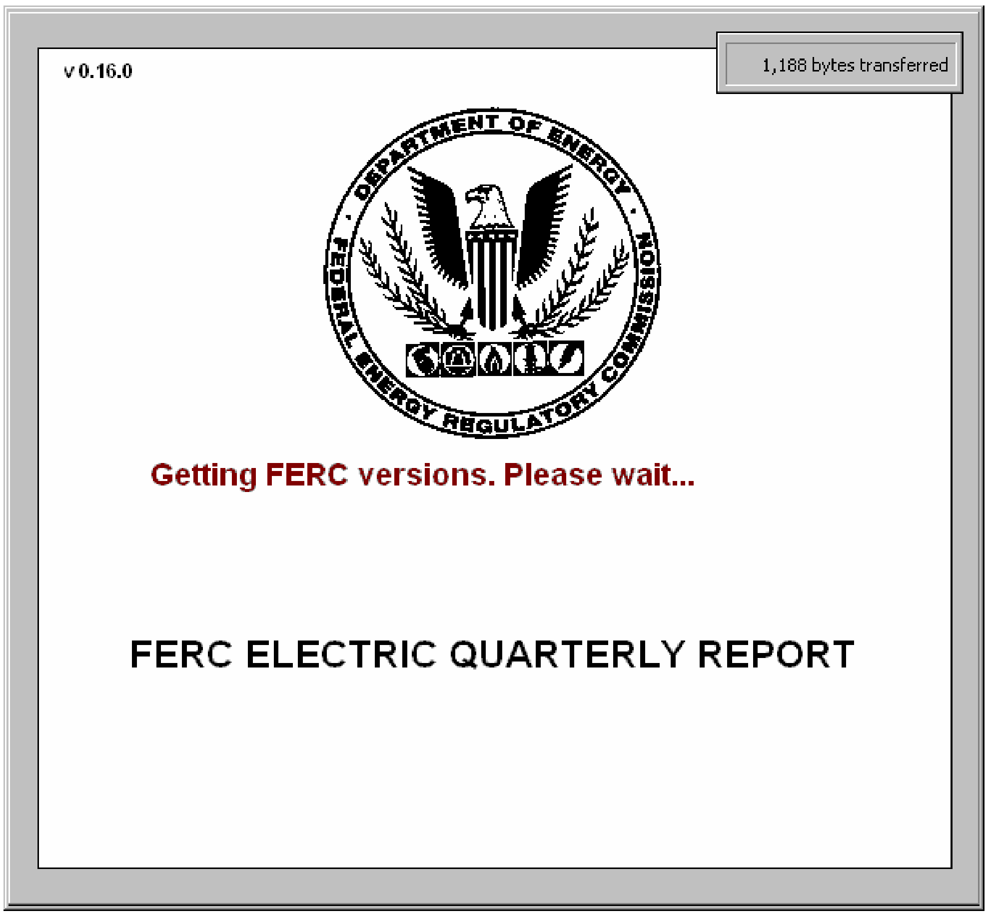
EQR version [Version Number]

Checking Data Download Status

Scanning for version updates…

Getting FERC version. Please wait…

Note: This is accompanied by a balloon message displaying "[Number of] bytes transferred".



Display of the Options/Data Download button

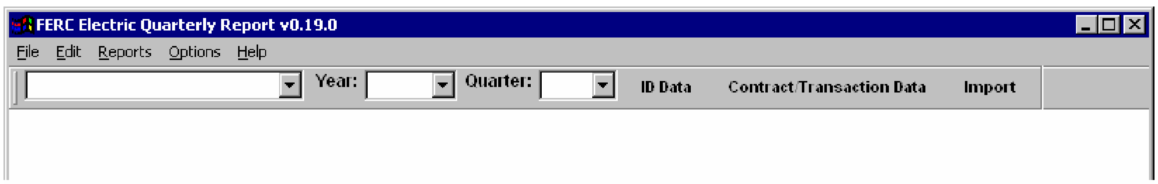
The EQR Application Splash Screen also displays the Options/Data Download button in the bottom right screen corner for several seconds immediately after the user closes the EQR Database Location Warning Message Box.

Selecting this button opens the application's Internet Setup Options dialog box. If not selected, the system continues with the startup process and automatically displays the EQR application window at the end of the startup process.

Designating Respondent and Filing Year/Quarter

Before you can enter data or perform a data import, you must first designate the respondent and filing year/quarter.

The EQR Application window displays the **title bar** with the application name and version number, the **menu bar** and the EQR application **tool bar**.

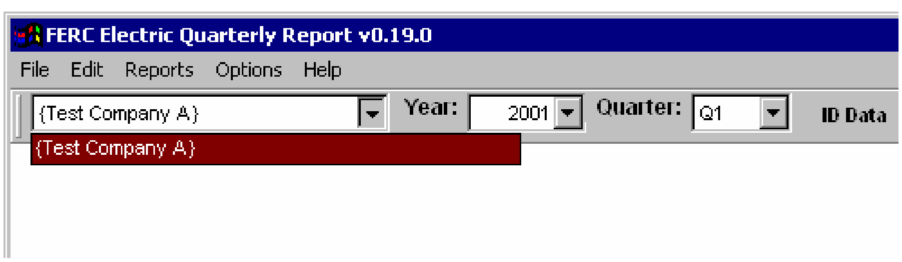


EQR Application Window with toolbar.

To Designate Respondent and Filing Year/Quarter…

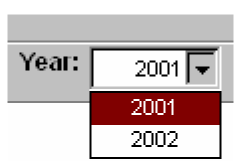
1. Select Respondent.

Select the Respondent company name from the Respondent list box, the leftmost box displayed on the toolbar.



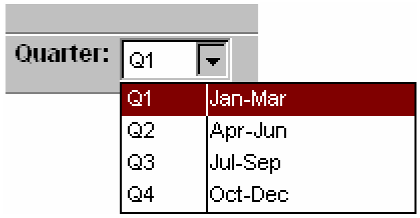
2. Select Filing Year.

Select the appropriate value for the filing year from the Year list box, displayed in the toolbar to the right of Respondent.



3. Select Filing Quarter.

Select the appropriate value for the filing quarter from the Quarter list box, displayed in the toolbar to the right of Year. For each Quarter value (Q1 through Q4), the list box also displays abbreviations for the months included in the quarter.



You are now set up to perform ID, Contract, and Transaction data entries, or you may choose to use the import function.

Note: The system will retain the most recently selected Respondent/Year/Quarter values and will load these the next time you start the application.

Entering Agent/Respondent/Seller Identification And Contact Data

Use the Identification and Contact Data screen to identify the agent, respondent, and sellers and to provide contact details. The seller data entered on this screen will be used on the Contracts and Transactions Data screen. The *agent* is the party that physically makes the filing. The *respondent* is the public utility taking responsibility for making the filing. *Sellers* are public utilities that have tariffs and/or rate schedules on file at FERC.

In most cases, the agent, the respondent, and the seller will be the same. However, each must be identified. Detailed contact information is required for the respondent. In many cases, the filing is on behalf of a single seller, and the respondent and seller are the same. Other possibilities include a parent company making the filing for subsidiary companies listed as sellers, a service company making a filing on behalf of affiliated sellers, or an RTO/ISO making a filing on behalf of its member utilities.

To Open the Identification and Contact Data Screen…

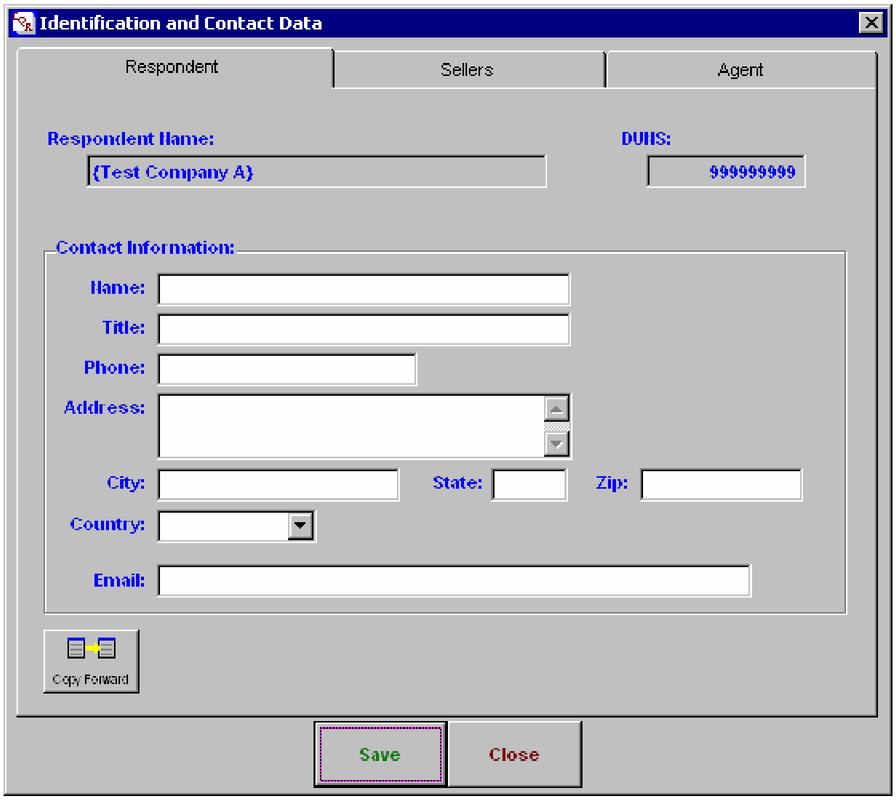
Select the ID Data button, which is located on the tool bar. The system presents the Identification and Contact Data screen with the Respondent tab displayed.

The Identification and Contact Data screen includes the Respondent Name as a display-only field, the DUNS number field, and the Contact Information field group.

Entering Respondent Contact Data

Enter Contact Information using the fields and controls of the Contact Information field group.

Notes: 1) If you want to use the Respondent data from the previous quarter, select the Copy Forward button. 2) If you want to copy forward all ID Data, you must also select Copy Forward on the Seller and Agent tabs. 3) All fields except Title are required for the respondent.



To Enter Respondent Contact Data…

Enter data using the following fields/controls:

Name: Enter the contact's complete name.

DUNS: Enter the respondent's DUNS number. (This will be a nine-digit number with no dashes.)

Title: Enter the contact's Title (such as Contract Administrator and Regulatory Affairs Director).

Phone: Enter the contact's Phone number.

Address: Enter the contact's Address.

City: Enter the contact's City name.

State: Enter the contact's two character State or Province abbreviation.

Zip: Enter the contact's Postal Service ZIP code.

Country Name: Select the contact's Country Name from the list box.

E-Mail: Enter the contact's E-Mail address.

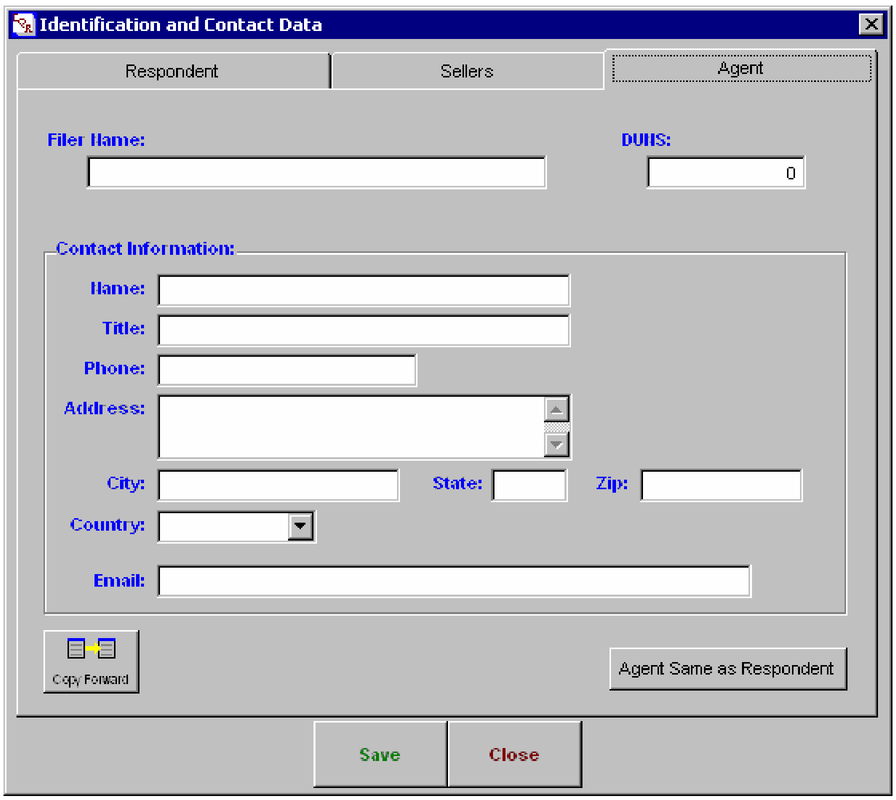
Select the Save button to retain the data, or select the Close button and then select No at the displayed dialog box to cancel the entries made.

Entering Agent Data

The agent is the party that actually *physically* makes the filing. Display the Agent screen by selecting the Agent tab. You can then use the screen's fields/controls to add an agent and enter agent data. You must enter the agent name; other information is optional.

If you want to use the data from the previous quarter, select the Copy Forward button.

Note: If the agent is the same entity as the respondent, select the Agent Same As Respondent button, located in the bottom right corner of the screen form. The system loads the contact field values from the Respondent screen into the Agent contact fields.



To Enter Agent Data…

1. If the agent is not the same as the respondent, type the agent company's name in the highlighted Agent Name field. Only one agent is allowed.

2. Enter the agent's DUNS number within the new row's DUNS field: Tab to or click on the DUNS field. Enter the agent's DUNS number. (This will be a nine-digit number with no dashes.)

Enter agent contact information using the fields and controls of the Contact Information field group, if desired. Agent contact data is not mandatory, but may be useful if there are questions about the filing.

Enter data using the following fields, located below the Agent grid:

Name: Enter the agent's complete Name.

Title: Enter the agent's Title (such as Contract Administrator, Regulatory Affairs Director).

Phone: Enter the agent's Phone number.

Address: Enter the agent's Address.

City: Enter the agent's City name.

State: Enter the agent's two character State or Province abbreviation.

Zip: Enter the agent's Postal Service ZIP code.

Country Name: Select the agent's Country Name from the list box.

E-Mail: Enter the agent's E-Mail address.

Select the Save button to retain the data, or select the Close button and then select No at the displayed dialog box to cancel the entries made.

Entering Sellers Data

Display the Sellers screen by selecting the Sellers tab. You can then use the screen's fields/controls to add a seller and enter seller data. You must enter Sellers name and DUNS number; contact information is optional

If you want to use the data from the previous quarter, select the Copy Forward button.

Note: If the seller is the same entity as the respondent, select the Seller Same As Respondent button, located in the bottom right corner of the screen form. The system loads the contact field values from the Respondent screen into the Seller contact fields.

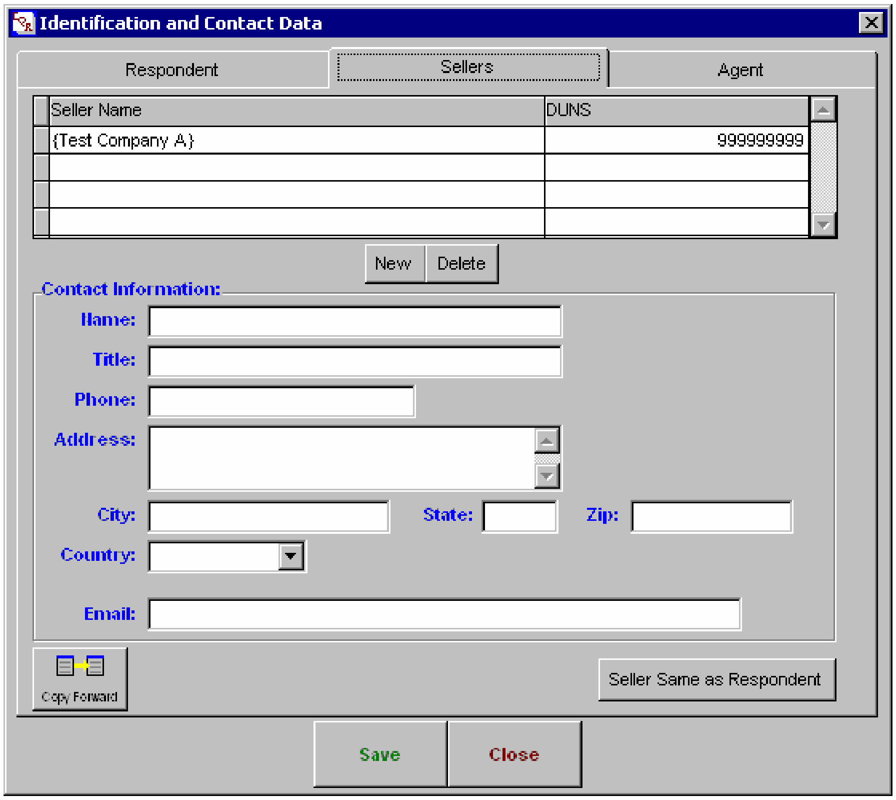
To Add a Seller to the Sellers Grid…

1. Select the New button, located immediately below the Sellers grid. The system activates the Sellers contact data fields and highlights the next available Sellers Name field within the grid.

2. Seller's Name: Type the Seller's name in the highlighted Seller Name field.

Note: Duplicate Sellers are not allowed.

3. DUNS number: Enter the seller's DUNS number within the new row's DUNS field: Tab to or click on the DUNS field and the seller's DUNS number. (This will be a nine-digit number with no dashes.) (REQUIRED).
Note: In the rare instance that a seller has not yet been assigned a DUNS number, you may leave the "0" value that was automatically generated by the system. You will get a data validation warning when you select Save, but you can still successfully save and file the data with FERC.



Entering Seller Contact Data

Enter Contact Information using the fields and controls of the Contact Information field group, if desired.

To Enter Seller Contact Data…

Enter data using the following fields, located below the Sellers grid:

Name: Enter the contact's complete name.

Title: Enter the contact's Title (such as Contract Administrator, Regulatory Affairs Director).

Phone: Enter the contact's Phone number.

Address: Enter the contact's Address.

City: Enter the contact's City name.

State: Enter the contact's two character State or Province abbreviation.

Zip: Enter the contact's Postal Service ZIP code.

Country Name: Select the contact's Country Name from the list box.

E-Mail: Enter the contact's E-Mail address.

Select the Save button to retain the data, or select the Close button and then select No at the displayed dialog box to cancel the entries made.

Deleting a Seller from the Sellers Grid

To Delete a Seller from the Grid…

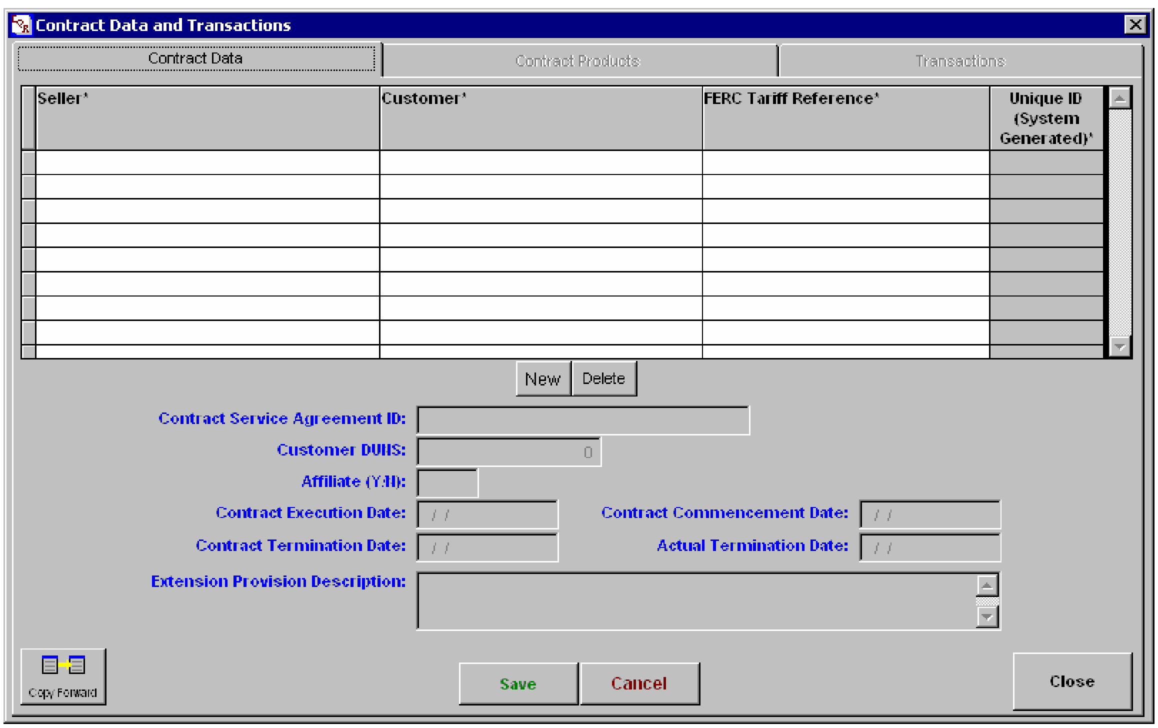
1. Select the desired seller name within the grid.
2. Select the Delete button.

The system removes the seller and related contact data from the list.

Entering Contract Data

Use the Contract Data and Transactions screen to enter contract data. The values entered on the Identification and Contact Data screen's Sellers tab are used on the Contract Data and Transaction screen. You must have entered seller data on the ID screen before you can enter any contract or transaction data for that seller. You can then use the screen's fields/controls to add a contract and enter contract data.

If you want to use the data from the previous quarter, select the Copy Forward button. You can also copy products forward when you select the Copy Forward button on the Contracts tab. This contract products data will then be displayed when you select the Contract Products tab.



To Add a New Contract to the Contracts Grid…

1. With the EQR application window displayed, select the Contract/Transaction Data button, which is located on the tool bar. The system presents the Contract Data and Transactions screen with the Contract Data tab displayed.

2. Select the New button, located immediately below the Contracts grid. The system highlights the next empty Seller field within the grid. The system generates a new Unique ID for the contract, as displayed in the last field of the new row.

3. Seller: Select a Seller value from the pop-up list displayed when you click on the Seller field (REQUIRED).

4. Customer: Enter the customer name in the new row's Customer field: Select the Customer field to place the system's focus. Type the name of the customer.

5. FERC Tariff Reference: Enter the FERC tariff reference number in the new row's FERC Tariff Reference field: Select the FERC Tariff Reference field to place the system's focus. Type the contract's FERC tariff reference number (REQUIRED).

Note: The FERC tariff reference should list the tariff and/or rate schedule approved by the Commission. For independent power marketers, this is likely "Rate Schedule No. 1," the rate schedule authorizing sales at market based rates. Examples of other appropriate entries are listed on the example templates on the FERC's web site at http://www.ferc.gov/electric/EQR-Excel-Example.xls. A FERC Docket Number is not a valid FERC Tariff Reference.

Entering Contract Data

Enter contract data using the fields and controls of the Contract Data tab's field group. After the initial filing, most filers will want to use the Contract data from the previous quarter, and then make additions or changes as appropriate: Select the Copy Forward button to automatically fill the Contract grid with the previous quarter's contract data.

To Enter New Contract Data…

Enter data using the following fields:

1. Contract Service Agreement ID field. The Contract Service Agreement ID is an alpha-numeric identifier unique to each contract given to each service agreement. It may be the number assigned by FERC for those service agreements that have been filed with and approved by the Commission, or it can be an internal numbering system devised by the utility. The filer must be able to readily identify and produce a contract based on the Contract Service Agreement ID (REQUIRED).

2. Customer DUNS field. Enter the customer's DUNS number within the new row's DUNS field: Tab to or click on the DUNS field to place system's focus and then enter the customer's DUNS number. This will be a nine-digit number with no dashes (REQUIRED).

Note: In the rare instance that a customer has not yet been assigned a DUNS number, you may leave the "0" value that was automatically generated by the system. You will get a data validation warning when you select Save, but you can still successfully save and file the data with FERC.

3. Affiliate (Y/N) field. Enter Yes or No (REQUIRED).

4. Contract Execution Date: Enter the Contract Execution Date, the date the contract was signed. If the parties signed on different dates, or there are different contract amendments, use the latest date signed as the contract execution date. Use standard Date format (YYYYMMDD) (REQUIRED).

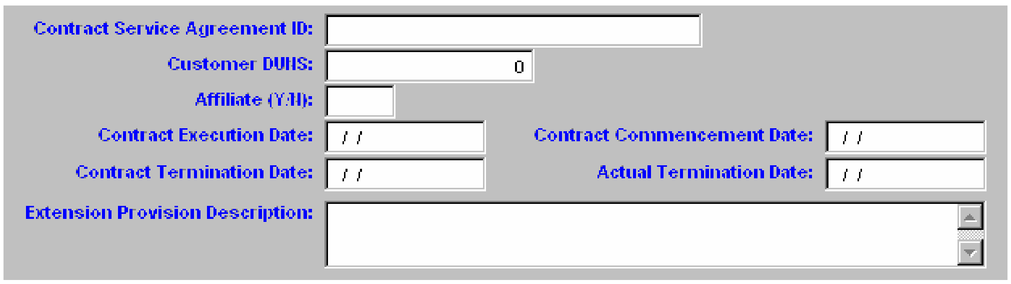
5. Contract Commencement Date: Enter the Contract Commencement Date, the first date the contract was effective - frequently the first date of service under a contract. Use standard Date format (YYYYMMDD) (REQUIRED).

6. Contract Termination Date: The date specified (if any) in the contract on which the contract will expire. Use standard Date format (YYYYMMDD). If there is no data, leave this field blank.

7. Actual Termination Date: Enter the Actual Termination Date, the date the contract actually terminated. This could be the contract termination date, or any other date to which the parties agree. This field will only be filled out after the contract has been terminated. Use standard Date format (YYYYMMDD). If there is no data, leave this field blank.

8. Extension Provision Description: Enter descriptive text (REQUIRED).

Select the Save button to retain the data, or select the Close button and then select No at the displayed dialog box to cancel the entries made.



To Amend Contract Data…

Select the field that you want to change and type in the desired data.

Deleting a Contract from the Contract Grid

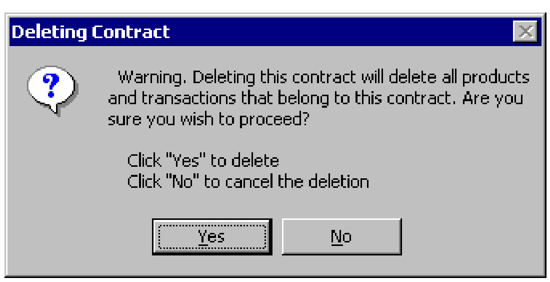
If a contract has been terminated or has expired during the previous quarter, the Actual Termination Date field should be filled with the termination date. Then, for the following quarter, the contract may be removed from the filing.

To Delete a Contract from the Grid…

1. Select the desired seller name within the grid.

2. Select the Delete button.

Once you confirm the delete, the system removes the contract from the list. If transactions and products are associated with the contract the system will display a prompt advising you of this condition.



Entering Contract Products Data

Use the Contract Data and Transactions screen to add contract products and enter contract products data. However, you must first select a contract from the Contract Data tab.

If you want to use the data from the previous quarter, select the Copy Forward button. You can also copy products forward when you select the Copy Forward button on the Contracts tab.

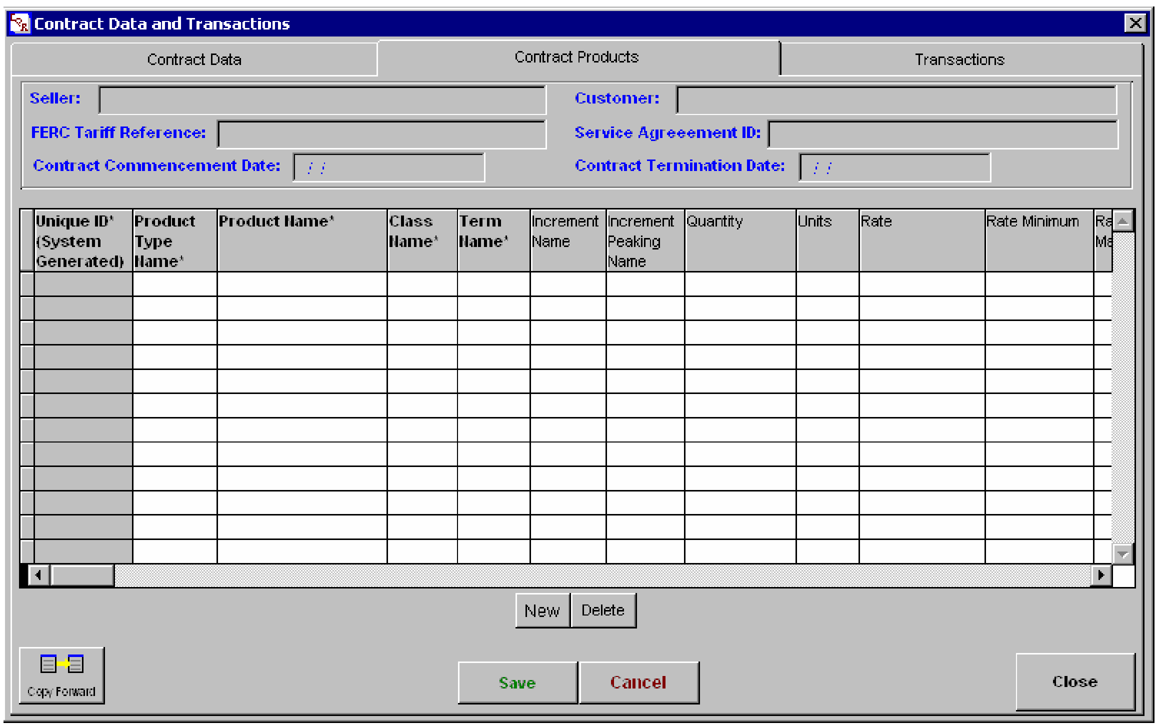
Note: The values entered on the Identification and Contact Data screen's Sellers tab are used on the Contract Data and Transaction screen. Similarly, the values entered on the Contract Data tab are used on the Contract Products tab.

To open the Contract Products tab for a specific Contract…

1. With the EQR application window displayed, select the Contract/Transaction Data button, which is located on the tool bar. The system presents the Contract Data and Transactions screen with the Contract Data tab displayed.

2. Use the Contracts grid on the Contract Data tab to select a contract (if more than one exists).

3. Select the Contract Products tab. The system displays the Contract Products screen with the previously selected contract's data loaded into the display fields above the Contract Products grid. These display-only fields describe the currently selected contract and include: Seller, Customer, FERC Tariff Reference, Service Agreement ID, Contract Commencement Date, and Contract Termination Date.



To Add A New Contract Product to the Contract Products Grid…

Select the New button, located immediately below the Contract Products grid. The system highlights the next empty Product Type Name field within the grid. The system generates a new Unique ID for the contract product, as displayed in the first field of the new row.

Note: The required fields are mandatory in all cases. If the contract does not include information pertaining to a required field, enter "N/A" in the field. Even if a contract product field is not listed as "REQUIRED," if information about the product exists within the contract, entry of this information is mandatory for that contract in accordance with Order 2001. If there is no data for a field and it is not a required field, leave it blank.

To Enter Contract Product Data…

1. Product Type Name: Select a Product Type Name value using the pop-up list displayed when you click on the Product Type Name field (REQUIRED).
Valid Values: Transmission, Market-Based, Cost-Based, Services, Other.

2. Product Name: Select a Product Name value using the pop-up list displayed when you click on the Product Name field (REQUIRED).

Valid Values:

Cost-Based Power Sales: Cost-Based Power, Economy Power, Emergency Energy, Unit Capacity, Unit Power Sale, Exchange, Peaking, Sale with exchange, Supplemental Power, Capacity, Energy, Booked Out Power, Back-up Power, Energy furnished without charge, Fuel Replacement Energy, Grandfathered Bundled, Interchange Power, System Black Start Capability, SC - Schedule System Control & Dispatch, RV - Reactive Supply & Voltage Control, RF - Regulation & Frequency Response, EI - Energy Imbalance, SP - Spinning Reserve, SU - Supplemental Reserve, DT - Dynamic Transfer, Demand Charge, Customer Charge, Fuel Charge, Billing Service, Other.

Market-Based Power Sales: Load Following, Marginal Peaking, Indexed Peaking, Capacity, Energy, Booked Out Power, System Black Start Capability, SC - Schedule System Control & Dispatch, RV - Reactive Supply & Voltage Control, RF - Regulation & Frequency Response, EI - Energy Imbalance, SP - Spinning Reserve, SU - Supplemental Reserve, DT - Dynamic Transfer, Demand Charge, Customer Charge, Fuel Charge, Billing Service, Other.

Transmission: Point-to-Point, Network, SC - Schedule System Control & Dispatch, RV - Reactive Supply & Voltage Control, RF - Regulation & Frequency Response, EI - Energy Imbalance, SP - Spinning Reserve, SU - Supplemental Reserve, DT - Dynamic Transfer, Real Power Transmission Loss, System Black Start Capability, Must Run, Grandfathered Bundled, Specialized affiliate transactions, System Impact and/or Facilities Study Charge(s), Direct Assignment Facilities Charge, Demand Charge, Customer Charge, Billing Service, Other.

Services – Other: Return in Kind Transactions Between Control Areas, System Operating Agreements, Interconnection Agreement, Standards of Conduct, Network Operating Agreement, Membership Agreement, Reliability Agreement, Transmission Owners Agreement, Other.

3. Class Name: Select a Class Name value using the pop-up list displayed when you click on the field (REQUIRED).
Valid Values: F = Firm, NF = Non-Firm, S = Secondary, N/A.

4. Term Name: Select a Term Name value using the pop-up list displayed when you click on the field (REQUIRED).
Valid Values: LT = Long-Term, ST = Short-Term, N/A.

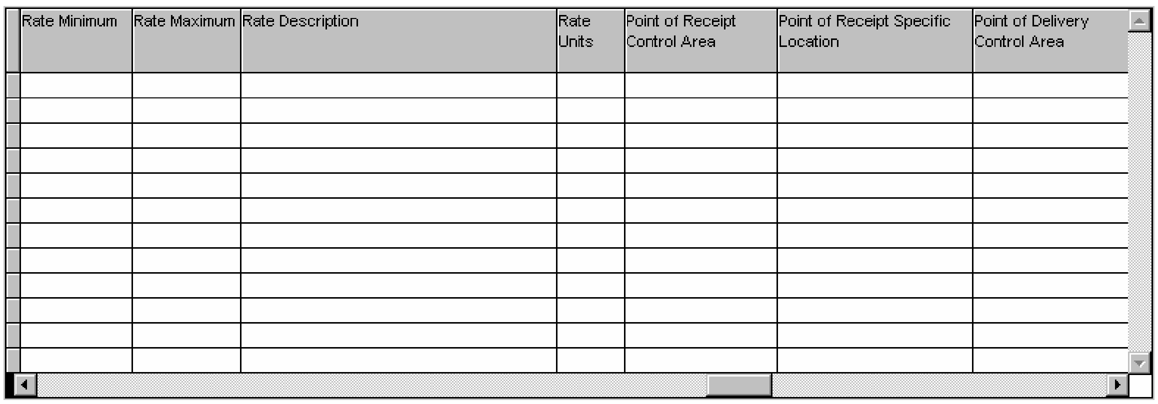
5. Increment Name: Select a Increment Name value using the pop-up list displayed when you click on the field (REQUIRED).
Valid Values: H = Hourly, D = Daily, W = Weekly, M = Monthly, Y = Yearly, 5x8, 5x16, 7x8, 7x16, N/A.

6. Increment Peaking Name: Select a Increment Peaking Name value using the list displayed when you click on the field (REQUIRED).
Valid Values: P = Peak, OP = Off-Peak, FP = Full Period, SH = Shoulder, UL = Ultra Peak, N/A.

7. Quantity: Enter a numeric value.

8. Units: Select a Units value using the pop-up list displayed when you click on the field.
Valid Values: MW, MWh, MW-day, MW-wk, MW-mo, MW-yr, kW, kWh, kV, Flat Rate.

9. Rate: Enter a numeric value.



10. Rate Minimum: Enter a numeric value.

11. Rate Maximum: Enter a numeric value.

12. Rate Description: Enter descriptive text.

Notes - Rates: 1) At least one of the four rate fields (Rate, Rate Minimum, Rate Maximum, Rate Description) must be filled out. 2) If a rate is market-based, enter "market-based" in the rate description field. 3) If the service does not have a rate, enter N/A in the Rate Description field.

13. Rate Units: Select a Rate Units value using the pop-up list displayed when you click on the field.
Valid Values: $/MW, $/MWh, $/MW-day, $/MW-wk, $/MW-mo, $/MW-yr, $/kW, $/KWh, $/KW-day, $/KW-wk, $/KW-mo, $/KW-yr, Cents, Flat Rate.

14. Point of Receipt Control Area: Enter text.

15. Point of Receipt Specific Location: Enter text.

16. Point of Delivery Control Area: Enter text.

17. Point of Delivery Specific Location: Enter text.

18. Begin Date: Use standard Date/Time format (YYYYMMDDHHMM). See note and example.

19. End Date: Use standard Date/Time format (YYYYMMDDHHMM). See note and example.

Notes - Begin and End Dates: Begin and End Dates apply to contract products, rather than the whole contract, and are to be used when there are multiple time frames addressed in the contract. If all products listed begin and end on the contract commencement and termination dates, there is no need to list dates in these Begin and End Date fields. Therefore, in most cases, these fields will be left blank. Do not enter N/A in date fields.

Example of Begin and End Date field(s) use: In a five-year power sales contract with a different quantity and price specified for each year, the product (power) would be listed on five lines. Each listing would have a unique begin and end date and the price assigned for each year would be listed on the appropriate line.

20. Time Zone: Select a Time Zone value using the list displayed when you click on the field.
Valid Values: AD, AS, AP, ED, ES, EP, CD, CS, CP, MD, MS, MP, PD, PS, PP, AND UT. These stand for: Atlantic Daylight, Atlantic Standard, Atlantic Prevailing, Eastern Daylight, Eastern Standard, Eastern Prevailing, Central Daylight, Central Standard, Central Prevailing, Mountain Daylight, Mountain Standard, Mountain Prevailing, Pacific Daylight, Pacific Standard, Pacific Prevailing, and Universal Time.

Select the Save button to retain the data, or select the Close button and then select No at the displayed dialog box to cancel.

Note: Even if a contract product field is not listed as "REQUIRED," if information about the product exists within the contract, entry of this information is mandatory for that contract. The required fields are mandatory in all cases. If the contract does not include required data, enter "N/A" in the field.

Deleting a Contract Product From The Contract Products Grid

To Delete a Contract Product from the Grid…

1. Select the row containing the desired Contract Product from within the grid.

2. Select the Delete button.

The system removes the Contract Product from the grid.

If transactions are associated with the contract product, the system will display a prompt advising you of this condition.

Entering Transactions Data

Transaction data should be filed for all power sales pursuant to 18 CFR Part 35 tariffs on file with the Commission. This includes cost-based and market-based rate sales.

Use the Transactions tab on the Contract Data and Transactions screen to enter transaction data. However, you must first select a contract from the Contract Data tab. The values entered on the Identification and Contact Data screen's Sellers tab are used on the Contract Data and Transactions screen.

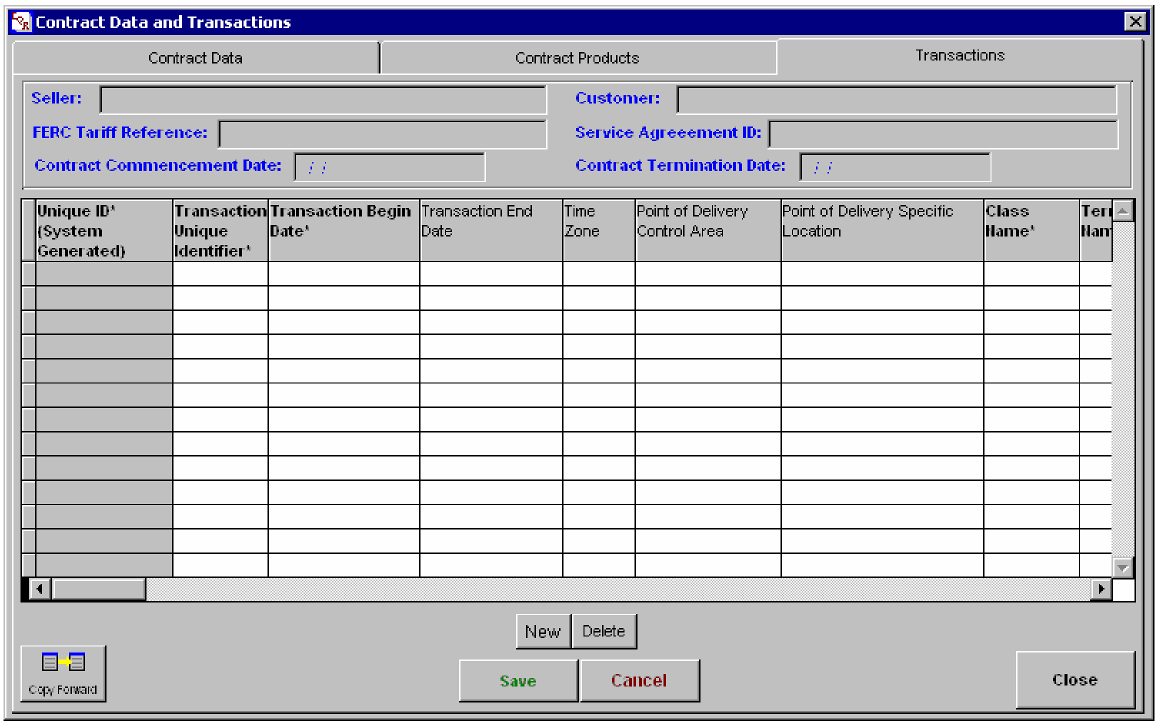
If you want to use the data from a previously filed quarter, select the Copy Forward button. In general, this is not recommended. While a few elements may be consistent from quarter to quarter, the dates will definitely need to be changed each quarter.

To Open the Transactions tab for a specific Contract…

1. With the EQR application window displayed, select the Contract/Transaction Data button, which is located on the tool bar. The system presents the Contract Data and Transactions screen with the Contract Data tab displayed.

2. Use the Contracts grid on the Contract Data tab to select a specific contract (if more than one exist for the filing).

3. Select the Transactions tab. The system displays the Transactions screen with the selected contract's data loaded into the display fields above the Contract Products grid. These display-only fields describe the currently selected contract and include: Seller, Customer, FERC Tariff Reference, Service Agreement ID, Contract Commencement Date, and Contract Termination Date fields.



To Enter Transaction Data…

1. Enter a Transaction Begin Date: Use standard Date/Time format (YYYYMMDDHHMM) (REQUIRED).

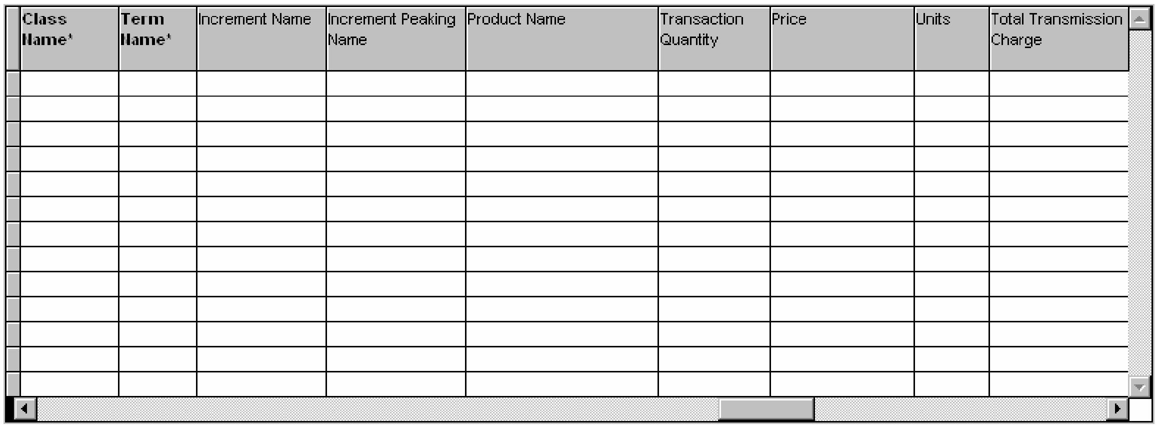
2. Transaction End Date: Use standard Date/Time format (YYYYMMDDHHMM) (REQUIRED).

3. Time Zone: Select a Time Zone value using the pop-up list displayed when you click on the field. Valid Values: AD, AS, AP, ED, ES, EP, CD, CS, CP, MD, MS, MP, PD, PS, PP, AND UT. These stand for: Atlantic Daylight, Atlantic Standard, Atlantic Prevailing, Eastern Daylight, Eastern Standard, Eastern Prevailing, Central Daylight, Central Standard, Central Prevailing, Mountain Daylight, Mountain Standard, Mountain Prevailing, Pacific Daylight, Pacific Standard, Pacific Prevailing, and Universal Time.

4. Point of Delivery Control Area: Enter Text.

5. Point of Delivery Specific Location: Enter Text.

<u>Note - Point Of Delivery Control Area and Specific Location</u>: At least one point of delivery field (Point Of Delivery Control Area or Point Of Delivery Specific Location) must be entered.



6. Class Name: Select a Class Name value using the pop-up list displayed when you click on the field. (REQUIRED)
Valid Values: F = Firm, NF = Non-Firm, S = Secondary, N/A.

7. Term Name: Select a Term Name value using the pop-up list displayed when you click on the field. (REQUIRED)
Valid Values: LT = Long-Term, ST = Short-Term, N/A.

8. Increment Name: Select a Increment Name value using the pop-up list displayed when you click on the field (REQUIRED).
Valid Values: H = Hourly, D = Daily, W = Weekly, M = Monthly, Y = Yearly, 5x8, 5x16, 7x8, 7x16, N/A.

9. Increment Peaking Name: Select a Increment Peaking Name value using the pop-up list displayed when you click on the field (REQUIRED).
Valid Values: P = Peak, OP = Off-Peak, FP = Full Period, SH = Shoulder, UL = Ultra Peak, N/A.

10. Product Name: Select a Product Name value using the pop-up list displayed when you click on the Product Name field (REQUIRED).

Valid Values:

<u>Cost-Based Power Sales</u>: Cost-Based Power, Economy Power, Emergency Energy, Unit Capacity, Unit Power Sale, Exchange, Peaking, Sale with exchange, Supplemental Power, Capacity, Energy, Booked Out Power, Back-up Power, Energy furnished without charge, Fuel Replacement Energy, Grandfathered Bundled, Interchange Power, System Black Start Capability, SC - Schedule System Control & Dispatch, RV - Reactive Supply & Voltage Control, RF - Regulation & Frequency Response, EI - Energy Imbalance, SP - Spinning Reserve, SU - Supplemental Reserve, DT - Dynamic Transfer, Demand Charge, Customer Charge, Fuel Charge, Billing Service, Other.

<u>Market-Based Power Sales</u>: Load Following, Marginal Peaking, Indexed Peaking, Capacity, Energy, Booked Out Power, System Black Start Capability, SC - Schedule System Control & Dispatch, RV - Reactive Supply & Voltage Control, RF - Regulation & Frequency Response,

EI - Energy Imbalance, SP - Spinning Reserve, SU - Supplemental Reserve, DT - Dynamic Transfer, Demand Charge, Customer Charge, Fuel Charge, Billing Service, Other.

Transmission: Point-to-Point, Network, SC – Schedule System Control & Dispatch, RV - Reactive Supply & Voltage Control, RF - Regulation & Frequency Response, EI - Energy Imbalance, SP - Spinning Reserve, SU - Supplemental Reserve, DT - Dynamic Transfer, Real Power Transmission Loss, System Black Start Capability, Must Run, Grandfathered Bundled, Specialized affiliate transactions, System Impact and/or Facilities Study Charge(s), Direct Assignment Facilities Charge, Demand Charge, Customer Charge, Billing Service, Other.

Services – Other: Return in Kind Transactions Between Control Areas, System Operating Agreements, Interconnection Agreement, Standards of Conduct, Network Operating Agreement, Membership Agreement, Reliability Agreement, Transmission Owners Agreement, Other.

11. Transaction Quantity: Enter a numeric value (REQUIRED).

12. Price: Enter a numeric value (REQUIRED).

13. Units: Select a Units value using the pop-up list displayed when you click on the field. (REQUIRED). Valid Values: $/MW, $/MWh, $/MW-day, $/MW-wk, $/MW-mo, $/MW-yr, $/kW, $/KWh, $/KW-day, $/KW-wk, $/KW-mo, $/KW-yr, Cents, Flat Rate.

14. Total Transmission Charge: Enter a numeric value. If no Transmission charge, enter 0.

15. Total Transaction Charge: Enter a numeric value (REQUIRED).

Select the Save button to retain the data, or select the Cancel or Close buttons and then select No at the displayed dialog box to cancel.

Deleting a Transaction From The Transactions Grid

To Delete a Transaction from the Grid…

1. Select the row containing the desired Transaction from within the grid.

2. Select the Delete button.

The system removes the Transaction from the grid.

Configuring the EQR Application

The Options menu contains items that allow you to access the following program setup functions:

Set EQR DB Location: The database (DB) location is the same as the "Destination Location" that was specified in the data download screen. If the EQR database has been moved or copied (or perhaps the folder renamed), this option can be used to 'point' to another location. Only a folder that has the expected database files in it can be selected.

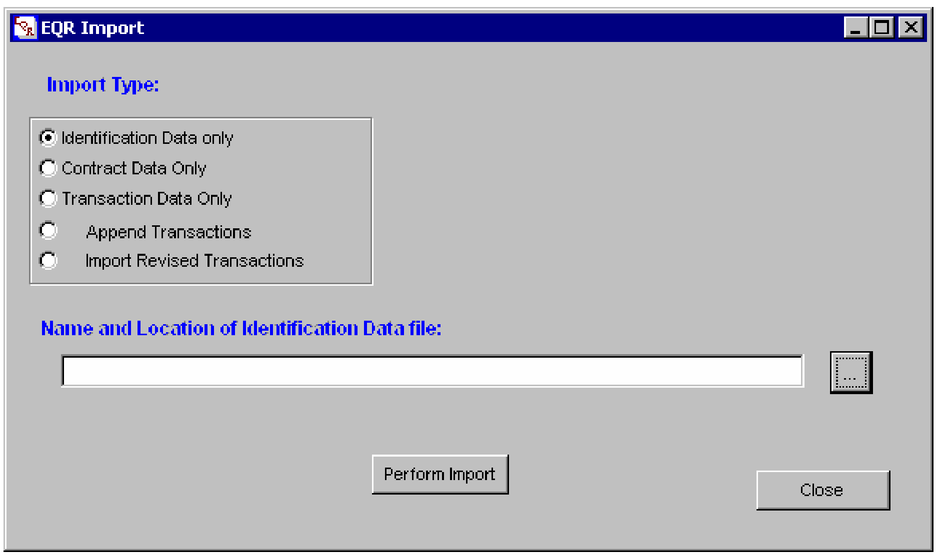
FERC Communications Setup: This brings up the Internet Setup options. If settings are changed, they will take effect the next time the program is executed.

Importing Data Into EQR

The EQR System allows the user to import formatted files into the system in lieu of entering the data using data entry screens. Files that have been created in accordance with the FERC interim standard formats (issued on May 31, 2002) can be imported into the EQR system with slight modification.

Imported data needs to be separated into three files – ID, contract, and transaction data – representing the three Excel spreadsheets found in the template. Each file should have exactly one row of header data, or any data used to fill the first row before the real data begins (it does not matter what it is, as the system discards it in the import process). Data must be entered and/or imported in the following order: ID data, then Contract data, and finally Transaction data.

During the import process, the system performs numerous validation checks to ensure data integrity. If a validation check finds missing or inconsistent data (e.g., company name spelled differently or transactions outside of quarter), the import will fail. A report will be generated which explains the import failure.



To Import Data Into EQR...

1. Select the Import button to display the EQR Import screen.

2. Use the Import Type Fields to designate the import type (ID, Contract, or Transaction).

3. Enter the desired file name in the Name and Location of Identification Data file field or use the browse button to identify the source file.

4. Select the Perform Import button to begin the import process.

The system displays the EQR Loading Data Screen with the Processing field and Status display field. The system then displays one of the following displayed prompts:

The data can now be loaded into the system (by clicking the Load Data button)
OR
Data cannot be loaded. There were critical Import errors detected. These must be corrected before data can be imported

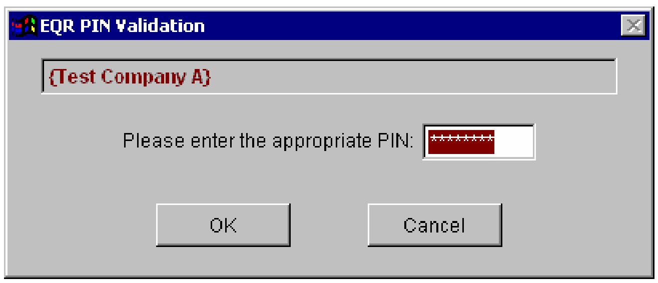
To view data import errors, select the View Import Errors button. To view the messages resulting from the system's validation of data, select the View Data Validation Msgs button.

Note: The error report can be a bit overwhelming if you are trying to decipher problems when importing a large amount of data. In many cases, what looks like numerous problems may be one or two problems repeated on many lines of data, resulting in a large error file. If the import is unsuccessful, it may be easier to try to import the first line or two of data rather than the whole file. If that is also unsuccessful, the error report can be printed out and absorbed more easily. Once the error is diagnosed, the solution can frequently be applied to the whole file.

5. Select the Load Data button to complete the import process.

Sending the Filing

The Send Filing process invokes sending a submission to FERC. The data submitted is based on the currently selected Respondent, Year, and Quarter. When you select Send Filing, the system displays the Enter PIN code screen on which you can enter the PIN code for the respondent. Without the correct PIN, the system will not send the filing, ensuring that only the appropriate respondents will be able to submit data.



After the correct PIN is entered, the summary screen is presented displaying the data about to be submitted. There is an area where text can be added to the submission. (Note: This text is not guaranteed to be read at FERC. It is merely logged and stored. Therefore, **do not use this area to communicate data content issues to FERC**. This should not be used to describe issues about contained contracts, products, or transactions).

Troubleshooting

Use the following information for toubleshooting.

If You Have Problems – Please read this carefully!

You may experience problems downloading your initial database or obtaining the automatic updates mentioned at the beginning of this document. Either of these problems can usually be traced to your Network Firewall which protects your network from outside interference. The software will work well at most locations. However, if you have a problem with these two issues, your only recourse is to contact your Information Technology Specialist to request that an accommodation be made for the FERC EQR application.

If it appears that the software quits unexpectedly, returns a system error, or otherwise acts in an abnormal manner, report these problems to FERC and we will work to resolve them. (See reporting procedures below.)

If there are bugs in the software, we will fix them, and automatically distribute updates to the EQR software which will need to be downloaded to your system when you log on. If you are unable to receive automatic updates, you will need to download and install the EQR software each time there is an EQR system version update. (The software has version numbers that change as we apply corrections or improvements are applied.)

EQR.log

When you send FERC an e-mail regarding any errors or problems, the EQR.log must be attached to the e-mail. This file is located in the EQR application directory: When attaching the log file, use the e-mail application's Open dialog box to navigate to the local storage device (such as C drive) and directory (probably C:\ferc\eqr\) to which you installed the EQR software (Note: You can also use Windows Explorer to locate this file). Be sure to put the word "EQR" in the Subject of the e-mail. However, if you do not attach the EQR log file, we will send a reply e-mail. Your company's IT specialists are welcome to review the log file and help diagnose any problems you may be experiencing.

Contacting FERC

Send e-mails with software problems, Internet problems, content questions, or suggestions for improvements to the application to ferconlinesupport@ferc.gov. Be sure to attach the EQR.log to your email if you are reporting an error. Please put the word EQR somewhere in the Subject of your email as a separate word (with a space on either side). This permits the email software at FERC to categorize your email, resulting in a faster response. A sample subject line might read: Subject: EQR Problem with Updating. Also, you can call the On-Line Support Staff at 866-208-3676 (or in Washington, DC at 202-502-6652).

Sending The EQR Database To FERC

Use the "Troubleshooting – send DB to FERC" option when the system cannot be recovered or problems are still occurring.

Note: Do not use this option to submit a filing to FERC. Data sent to FERC this way is not processed and logged - it is simply sent directly to FERC tech support to see if a problem can be found and corrected in the database itself. This process should only be used when requested by FERC technical support via e-mail or phone.